

**Minutes of the March 5, 2020 Monthly Meeting of the  
Michigan City Aviation Board of Commissioners**

**Call to Order:** Meeting called to order at 6:00 PM in the terminal building at the airport.

**Members Present:** Kirk Hunter, Greg Poulin, T.Y. Okosun, Jeff Bartlett. **A quorum was present.**

**Members Absent:** None

**Others Present:** Jessica Ward- Airport Manager, Paul Shaffer- BF&S, Gene Simmons- Michigan City Council Liaison

**Minutes:**

The minutes of the January 9, 2020, regular monthly meeting, were emailed.

**Motion to approve:** T. Y. Okosun **Second:** Greg Poulin **Motion Approved.**

**Reports:**

**Financial- Reported by Jessica Ward:**

**Account Balances:** All account balances are normal. The only invoice that came out of our Fuel Fund was for our tank lease payment for the SWIFT tank. The last invoice for the tank lease will be April 15, which will get paid in May. The airport will then own the tank.

**Fuel Sales:** Overall, we sold 551.7 gallons of 100LL, 1017 gallons of Jet A and 0 gallons of Swift Fuel in January. In February, we sold 414.3 gallons of 100LL, 969 gallons of Jet A and 131.3 gallons of Swift Fuel.

**Airport Manager- Reported by Jessica Ward:**

1. **Hangar A5-2 Update:** The City IT department has finished running the fiber down to the hangar for WIFI. Friedrich's has installed the heater. It passed inspection by the City Inspector and I have sent the application for the new gas meter to NIPSCO. I received confirmation that our application has been received and the application was headed to an engineer for installation scheduling. Rodney Brewer has completed the framing for the insulation. Mompar has finished insulation on the walls and ceiling and are coming back to spray foam the door and then insulation will be completed as well. The City IT will then finish installation of the antenna and fiber into the building for WIFI.
2. **Avgas/Jet A Truck Servicing:** City Maintenance is trying to work both our trucks in for regular annual maintenance. They are waiting on parts and then will get them on the schedule. They will change the oil, do tune-ups and fix the brake booster leak on the 100LL truck.
3. **High School Drone Camp:** So far, we have a \$1,500.00 donation in hand from Horizon Bank for our high school drone camp and \$1,000 in confirmed donations on the way. The camp will be the week of June 15<sup>th</sup> daily from 9am to 12pm and we are looking at having approximately 16 kids. We are planning to have one speaker a day discussing different aviation/drone related topics. I will likely order a port a potty for next to our new classroom hangar for that week. The sponsors will be named on all our advertising and on the back of shirts that we are getting for the kids that attend. The City IT department will bring 8

computers to the classroom for camp use for that week. We are also looking into the possibility of having free breakfast to serve to the campers each morning as well.

- 4. LaPorte Middle School Field Trip:** A class of 15 special-education students from LaPorte Middle School will be out on March 24<sup>th</sup> for a field trip from 10am to 11:30am.

#### **Airport Development- Reported by Paul Shaffer**

##### **1. Improve Runway 2 RSA/RPZ:**

- a. Bobb Beauchamp-FAA requested an air quality modal for the draft EA document. BF&S is currently working on that modal.
- b. The ALP was resubmitted to the FAA with the new declared distance sheet and two new departure surface sheets per the FAA's request on October 16, 2019. Approval is expected early 2020. The ALP is not holding up the land acquisition at this point.
- c. A meeting was held with Oehmstead, LLC to discuss questions they posed on the offer of just compensation. One additional exhibit will be generated to illustrate the height restrictions in the aviation easement area.
- d. BF&S requested to establish a separate general services number to better track BF&S time towards the land acquisition. This will allow BF&S to separate all land acquisition services under a separate number for the FAA.

##### **Motion to Approve Master Services Agreement Task Order for Land Acquisition:**

**Greg Poulin Second: T.Y. Okosun Motion Approved.**

- e. The FAA has committed to funding the land acquisition as approach protection.
- f. The FAA has started moving on the AIP-22 Pre-Grant Application that was submitted.

- 2. Pole Barn Maintenance Building:** BF&S is in the process of preparing a basic procurement package for a pole barn maintenance building. BF&S will review with Jessica and plan to get it out to contractors by the end of the month. The intent will be to have the contractor able to begin construction as soon as the weather suitable. The project will be designed and permitted by the contractor.

**Old Business: None**

#### **New Business:**

- 1. Michigan City Police Department Short Course Driver's Training:** The police department requested to use the airport tarmac for their short course driver's training this year in April or October. **Motion:** Jeff Bartlett **Second:** T.Y. Okosun **Motion Approved.**
- 2. Washington Park Zoological Society Zoobilee Fundraiser:** The Washington Park Zoological Society would like the airport to host their annual Zoobilee fundraiser on April 25 from 5pm to 10pm in our maintenance hangar. **Motion to Approve:** T.Y. Okosun **Second:** Greg Poulin **Motion Approved.**

**Claims Docket: Amount: February 2020: \$19,709.60 March 2020: \$8,200.35**

**Motion to Approve:** Jeff Bartlett **Second:** Greg Poulin **Motion Approved.**

**Correspondence: None**

**Public Comment:** Sam Ferguson, a former Airforce pilot and aviation advocate stated he is excited about the runway extension and requested to see the current plans after the meeting.

**Adjournment:** There being no further business, the meeting was adjourned at 6:45 pm.  
**Motion:** Greg Poulin **Second:** T.Y. Okosun **Motion Approved.**